



James Clemens High School



PTSA Officer Application

Contact Information

Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* _____ *State* _____ *ZIP Code*

Home Phone: () _____ **Cell Phone:** () _____ **E-mail:** _____

Committee and Officer Positions

I wish to be considered for the following position(s). If you select multiple positions, rank in order of preference. Position duties and responsibilities are shown on the following page.

President VP of Volunteers Secretary
 VP of Membership VP of Communications Treasurer

Skills and Experience

List previous PTA/PTSA positions you have held or currently hold.

School Name	Officer Position	Committee Position	Dates Position Held

Please submit a short statement that includes a description of the skills and expertise you bring to the James Clemens PTSA Board for the position(s) for which you wish to be considered. Possible skills might include:

- | | | |
|----------------------------------|---------------------------|------------------------------------|
| <i>Administration/Management</i> | <i>Legal</i> | <i>Strategic Planning</i> |
| <i>Facilitation</i> | <i>Legislative</i> | <i>Technology</i> |
| <i>Financial Expertise</i> | <i>Policy/Bylaws</i> | <i>Photography</i> |
| <i>Fundraising</i> | <i>PR/Marketing/Media</i> | <i>Working with Diverse Groups</i> |
| <i>Human Resources</i> | <i>Public Speaking</i> | <i>Art/Craft Skills</i> |

Acknowledgment

Along with your application form, please submit your Statement of Interest & Expertise and your resume. For more information, please contact Debbie Overcash (oversanoma@aol.com). All forms are due to Central Office (Madison City Schools, Attn: JCHS, 211 Celtic Drive, Madison, AL 35758) by April 5, 2012.

Signature: _____ **Date:** _____

JCHS PTSA

Duties of Officers

Section 1. The president shall

- a. Preside at all meetings of James Clemens High School PTSA;
- b. Serve as an ex officio member of all committees except the nominating committee;
- c. Coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted;
- d. Vote only in the case of a tie vote of the board of directors or executive committee.
- e. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors or executive committee.

Section 2. The 1st vice president of Membership

- a. Act as aide to the president;
- b. In their designated order, the 1st vice president, 2nd vice president and 3rd vice president shall perform the duties of the president in the president's absence or inability to serve;
- c. Oversee the entry of Memberships of the course of the year;
- d. Oversee the submission of PTSA dues to State and National PTAs.
- e. Oversee the application for all applicable PTA Membership Awards.
- f. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors or executive committee.

Section 3. The 2nd vice president of Volunteers

- a. Act as aide to the president;
- b. In their designated order, the 1st vice president, 2nd vice president and 3rd vice president shall perform the duties of the president in the president's absence or inability to serve;
- c. Oversee the recruitment and organization of volunteers for PTSA events.
- d. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors or executive committee.

Section 4. The 3rd vice president of Communications

- a. Act as aide to the president;
- b. In their designated order, the 1st vice president, 2nd vice president and 3rd vice president shall perform the duties of the president in the president's absence or inability to serve;
- c. Oversee the disbursement of PTSA information to the membership.
- d. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors or executive committee.

Section 5. The secretary shall

- a. Record the minutes of all meetings of the James Clemens High School PTSA;
- b. Be prepared to read the records of any previous meetings;
- c. File all records;
- d. Have a current copy of the bylaws;
- e. Maintain a membership list;
- f. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.

Section 6. The treasurer shall

- a. Have custody of the funds of the James Clemens High School PTSA;
- b. Maintain a full account of the funds of the James Clemens High School PTSA;
- c. Make disbursements as authorized by the president, executive board, or the James Clemens High School PTSA in accordance with the budget adopted by the James Clemens High School PTSA;
- d. Have checks or vouchers signed by two people; the treasurer and one other officer.
- e. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the James Clemens High School PTSA;
- f. Provide a written financial statement of the board of directors at each meeting;
- g. Present an annual report of the financial condition of the organization;
- h. Submit the books annually for an audit by an auditing committee selected by the board of director's at least one month before the meeting at which new officers assume duties.
- i. Report the findings of the annual audit to the board of directors;
- j. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors or the executive committee.